**User story – Security Officer at Gate1**

As security officer at gate 1, I should have username and password assigned to me.

As security officer at gate 1, I should be able to verify if visitor is listed in the Company’s watch list database by searching its last name, firstname. If listed I should have the option to disallow the visitor and tag as denied.

As security officer at gate 1, I should be able to verify if visitor has valid or approved appointment “SARF Form” If no appointment, I should have the option to approve and provide notes provided that it has clearance from the employee contact person and Security Administrator by Phone.

As security officer at gate 1, I should be able to add new visitors, modify and assigned visitors to Gate 1 “EACS” form for printing.

**User story – Officer in-charge at Gate2**

As officer in-charge at Gate 2, I should have my own username and password to access Gate 2 systems.

As officer in-charge at Gate 2, I should have the list of EACS form displayed on my screen that was issued at Gate 1 where I could open, modify and save.

As officer in-charge at Gate 2, I should have the option to issue ECDAP form, record release badges for visitors and Tag ECDAP as supplementary document for EACS owned by the visitor. So I could track down the list of documents referenced to a particular EACS.

As officer in-charge at Gate 2, I should have the option to allow the visitor to check-in, check out visitor after returning all the badges and signed EACS form from the contact person inside the company.

As officer in-charge at Gate 2, I should be able to verify unreturned badges release and who owns the badges, EACS, ECDAP forms respectively.

**User Story – Security Administrator**

As Security Administrator, I should have the complete access to all transactions like users, data entry, master files and reports.

As Security Administrator, I should be able to add records to watchlist, approve appointments requested by employees and other records. Unapproved appointments shall not be visible at Gate 1.

As security Administrator, I should be able to add projects, assigned contractors to projects, monitor credentials and expiration of contractor’s papers in the dashboard. So I could notify contractors for expired papers.

As security administrator, I should be able to upload documents such as EACS, ECDAP and/or other documents or forms of the company and be able to search those documents.

As security administrator, I should be able to add, modify and delete users from the system.

**User Story – Employee**

As employee, I should be able to submit appointment to Security Administrator for his/her approval. “SARF” – appointment form.